

Agency Description

The Office of the Secretary of State is established by Article VI, Section 1 of the Montana Constitution, and its duties are set forth in sections 2-4-311 and 312, 2-6-203, and 2-15-401, MCA. The office files, maintains, stores, and distributes corporate documents, agricultural lien information, official records of the executive branch, and acts of the legislature. It publishes the Administrative Rules of Montana and the Montana Administrative Register. It administers the state agency records management function and operates a central microfilm unit and the state records center. Because the Secretary of State is the chief election officer of the state, the office also interprets and applies election laws, except those pertaining to campaign finance.

Summary of Legislative Action

The legislature approved all fees and charges as proposed by the Secretary of State.

Executive Budget Comparison

The legislature accepted all rates proposed by the executive and made no changes to the program budget.

Funding

The Office of the Secretary of State is funded entirely with proprietary funds. The office derives its proprietary funds from fees charged to customers for corporate filings and other related services and from fees charged to state agencies for records management services.

Proprietary Rates**Program Description**

The Office of the Secretary of State conducts its daily operations through a single program, the Business and Government Services Program. The program receives its entire funding from one enterprise fund and one internal service fund, as described below.

Revenues and Expenses

The Office of the Secretary of State administers two proprietary funds. The first, an internal service fund, receives revenue from fees charged to state agencies for managing agency records and for publishing and distributing the Administrative Rules of Montana (ARM) and the Montana Administrative Register (MAR). The second fund is an enterprise fund that receives revenues from fees charged to businesses and corporations for corporate filings, registration of assumed business names and trademarks, etc. The legislature does not set rates for the enterprise fund.

Rate ExplanationInternal Service Fund

The proprietary funds that support the records management function are derived from over 60 fees charged to other state agencies for the services performed. There are a variety of charges that are established by the Secretary of State according to an annual review of the cost of microfilming and other factors. The proprietary funds that support the administrative rules function are derived from charges to state agencies and the public for publication and distribution of the Administrative Rules of Montana (ARM) and the Montana Administrative Register (MAR). Fees are set by the Secretary of State in consultation with the Administrative Code Committee. State statute requires that fees charged by agencies receiving revenue from internal service funds be commensurate with costs.

The Secretary of State proposed the same fees and charges as in the 1999 biennium. The legislature accepted all fees and charges proposed by the Secretary of State with no changes. The approved rates are as follows:

<u>Product or Service</u>	<u>2001 Biennium</u>
1. Administrative Rules of Montana Fees	
a. Administrative Rules of Montana	\$350.00/set

b. Quarterly updates of ARM	\$250.00/year
c. Extra titles	\$50.00/book
d. Quarterly updates of extra titles	\$50.00/year/title
e. Montana Administrative Register	\$300.00
f. Agency filing fee for pages for Register publication	\$35.00/page

2. Records Management Fees (based on 2-6-203, MCA)

a. 16MM Microfilm	
Less than 250,000	\$30.00
Non-typical extreme weight & size	\$36.75
8" x 11"; 8" x 14" paperwork	\$25.00
8" x 11"; 11 x 14" computer printout	\$22.05
Extreme size & weight variance	\$27.50
Cards - fixed weight & color	\$15.00
Cards - mixed weight & color	\$25.00
b. 35MM Microfilm	
L (per 12 x 12") aerial photos	\$65.00
16 x 20" bound books	\$60.00
24 x 34" newspapers	\$110.00
24 x 34" bound newspapers	\$130.00
48 x 48" blueprints/maps	\$275.00
c. 105MM Microfilm	
8" x 11" paperwork	\$65.00
8" x 11"; 11 x 14" computer printout	\$73.50
Cards (per 1000)	\$73.50
Minimum filming charge	\$37.50
d. Film Processing	
16mm, 100 foot roll	\$3.45
16mm, 215 foot roll	\$6.76
35mm, 100 foot roll	\$6.05
16mm, 3M cartridges	\$4.50
e. Film Inspecting	
100 foot roll inspection	\$3.50
215 foot roll inspection	\$4.98
Film splicing	\$0.75
3M cartridge loading	\$2.25
f. Duplication	
16mm, 100 foot roll	\$6.48
16mm, 215 foot roll	\$12.41
35mm, 100 foot roll	\$8.77
105mm, microfiche or jackets	\$0.15
Reader/printer copies	\$0.50
Photocopies/own labor	\$0.10
Photocopies/our labor	\$0.50
16mm, 100 foot roll	\$9.45

35mm, 100 foot roll	\$13.85
g. Jacket Loading	
16mm, 5 channel jacket	\$0.30
Agency's own jacket	\$0.275
35mm, 1 & 2 channel jacket	\$0.30
Loading 16mm aperture card	\$0.25
Jacket title	\$0.25
Jacket notching	\$0.05
h. Miscellaneous	
Fiche title	\$0.25
Indexing and document prep/hour	\$14.00
Camera rental/day	\$95.00
i. Supplies	
NMI reader bulbs	\$10.75
16mm, 100 foot roll film	\$6.68
16mm, 215 foot roll film	\$12.95
35mm, 100 foot roll film	\$12.95
j. Records Center Services	
Storage by square foot/month	\$0.19
Storage by cubic foot/month	\$0.2950
Retrievals	\$1.00
Emergency retrievals	\$5.00
Large retrievals, delivery, interfiling	\$16.00
Records disposal/hour	\$16.00
Shredding confidential records/hour	\$21.95
k. Records Center Boxes	
Records storage box, standard size A	\$1.34
Drawings & map storage boxes, size C	\$1.34

Enterprise Fund

The legislature does not approve rates for enterprise funds.